

# Supervisor Work Folder & Record Keeping

Module 6

*National Guard  
Technician Personnel Management  
Course*

# **PURPOSE OF A WORK FOLDER**

***Provides easy access to subordinate information to help...***

~you, the supervisor, to meet personnel management obligations, and

~ your subordinate personnel by recording their career accomplishments as well as their job performance



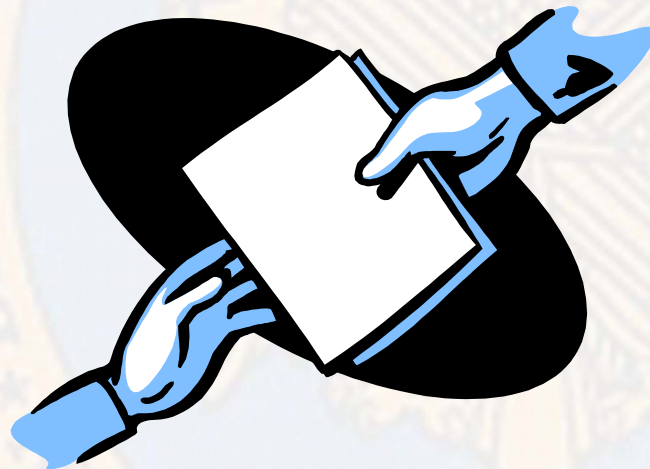
# **WORK FOLDER** **CONTENTS**

- Supervisor's Checklist
- Supervisor Record of Personnel Employment (NGB Form 904-1 or automated Supervisor's Brief)
- Emergency Information
- Performance-related Records
- Conduct-related Records



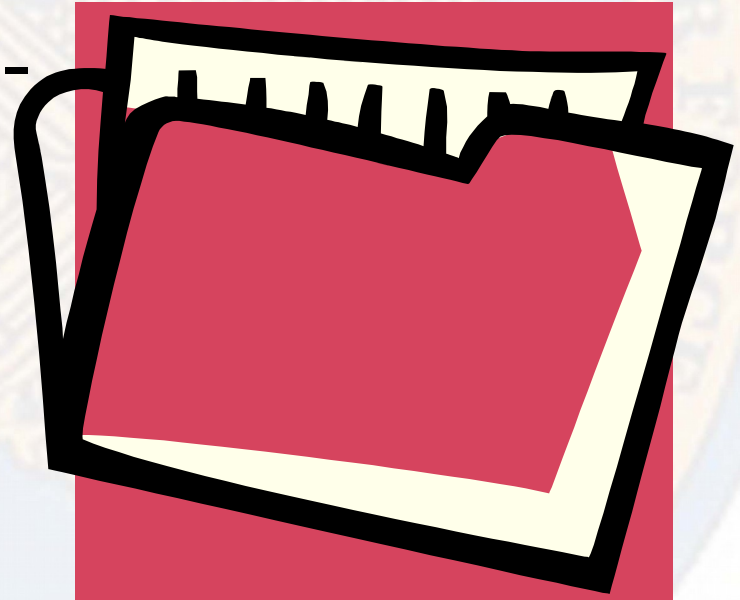


# HANDOUT



# **WORK FOLDER** **CONTENTS**

- Leave Schedule
- Requests for Personnel Action (SF-52)
- Training-related documents
- Current position description



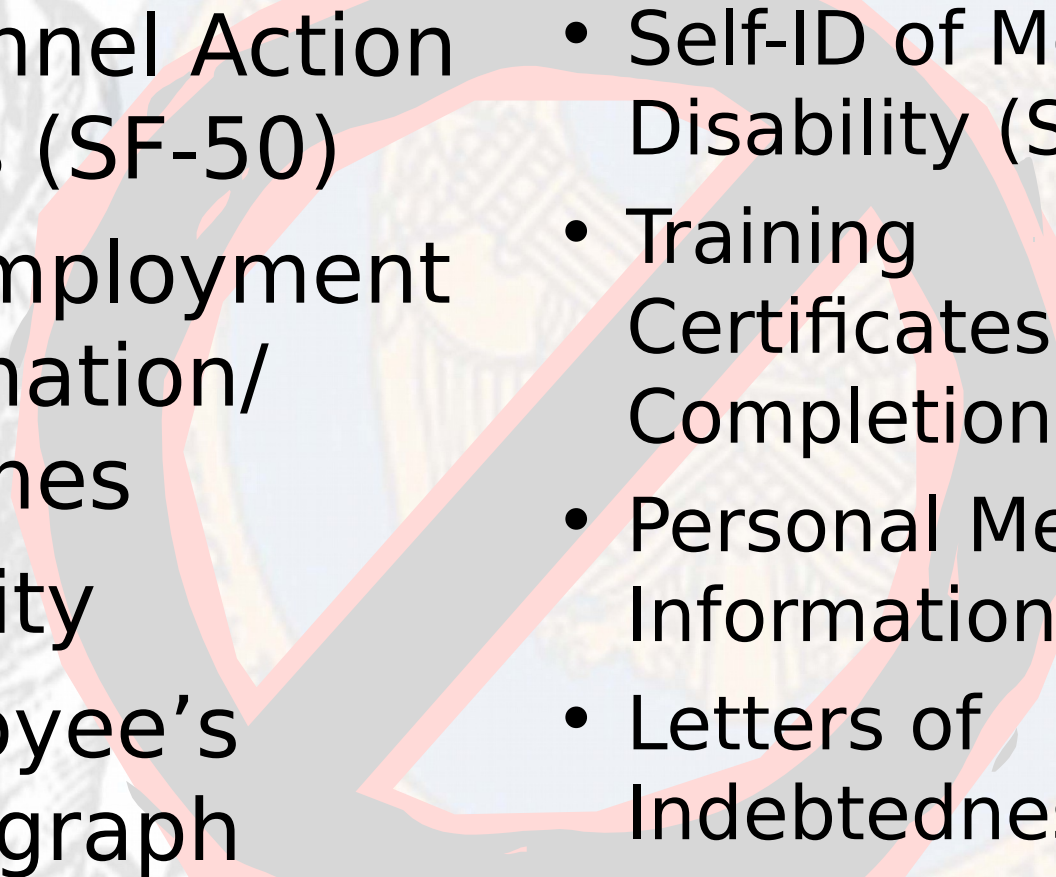
# WORK FOLDER CONTENTS

- Special qualifications verification documents
- Awards or Commendations



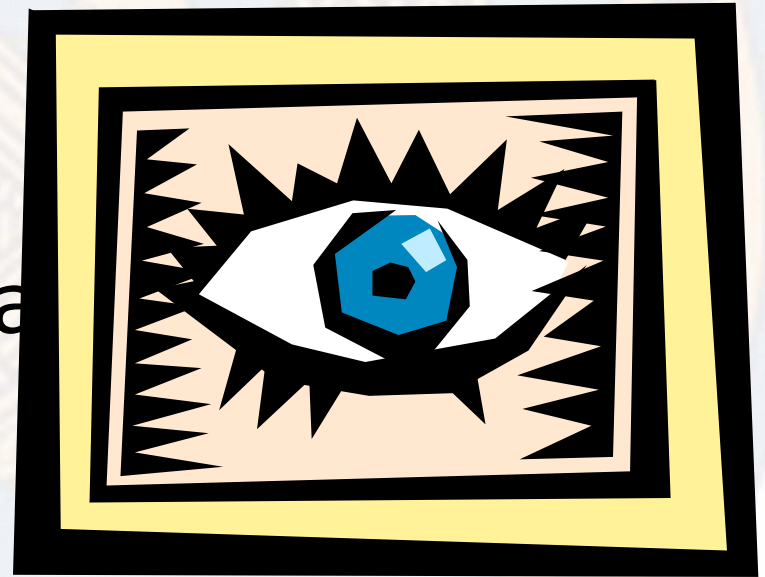


# **PROHIBITED DOCUMENTS**

- 
- Personnel Action Forms (SF-50)
  - Pre-employment Information/Resumes
  - Security
  - Employee's photograph
  - Self-ID of Medical Disability (SF-256)
  - Training Certificates of Completion
  - Personal Medical Information
  - Letters of Indebtedness

# **PERSONAL NOTES IN** **WORK FOLDER**

- Maintained as temporary memory joggers
- Not under agency/organizational control
- For Your Eyes Only (FYEO)
- You decide when they are to be destroyed





# CARE AND DISPOSITION

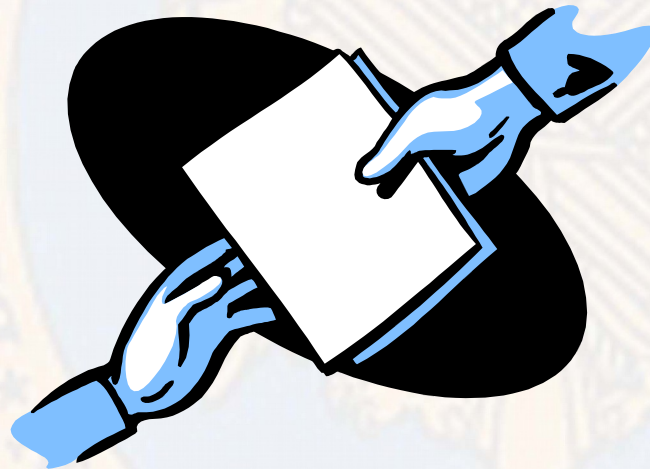
- Maintained in lockable file/desk at supervisor's work site or nearby
- Retained indefinitely if relevant to supervisory responsibilities
- Moved to a new supervisor when employee is reassigned
- Destroyed 90 days after employee separates or is separated



# **WORK FOLDER ACCESS**

- The subject employee any other(s) she/he authorizes in writing
- Supervisors/managers in the direct chain
- Persons with official conducting authorized activities
- Persons acting IAW state union contract(s)

# HANDOUT





# Question

